



2014 VOLUNTEER GENERATION FUND

SEPTEMBER 11 DAY OF SERVICE AND REMEMBRANCE AND DAY TO SERVE GRANT APPLICATION

Deadline to apply: July 1, 5:00 p.m. (EST)

STATE OF MARYLAND

EXECUTIVE DEPARTMENT

MARTIN O'MALLEY
GOVERNOR



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**FUNDING AVAILABLE TO SUPPORT
SEPTEMBER 11 DAY OF SERVICE AND REMEMBRANCE
AND DAY TO SERVE PROJECTS
*DEADLINE TO APPLY: JULY 1, 2014***

Purpose of Funding

Through Maryland's 2014 Volunteer Generation Fund (VGF), federal funds are available to Maryland nonprofit organizations and state agencies from the Corporation for National and Community Service (CNCS) to mobilize community volunteers for projects held on the September 11 Day of Service and Remembrance and/or Maryland's Day to Serve (September 11 – September 28). These funds are designed increase the number of volunteers serving in existing projects or to develop new projects that will engage new volunteers in service to Maryland communities.

The Governor's Office on Service and Volunteerism (GOSV) is seeking grant applications from Maryland nonprofit organizations and state agencies that will support one or more service projects in 2014. Service projects must align with Day to Serve 2014's focus areas of hunger eradication and/or environmental stewardship. The approval and award of these grants is contingent upon the GOSV's receipt of federal funds from CNCS.

Who is Eligible?

Grantees must be government agencies or 501(c)3 nonprofit organizations. Eligible applicants include, but are not limited to: community associations, service and civic groups, municipal, county, regional, and state agencies, and public higher educational institutions. Federal agencies are not eligible to apply.

Funding Process and Timeline

The deadline for all eligible applicants to apply is Tuesday, July 1, 2014 at 5:00 p.m. The maximum amount that may be requested is \$2,500.00. The minimum amount that may be requested is \$1,000.00. Funds may be requested for one single project or for several. All federal funds must be matched dollar for dollar by state, local, or private funds; cash and/or in-kind match is acceptable. Volunteer hours will not be accepted as an allowable match.

The GOSV will review requests and notify applicants of their status no later than July 30, 2014.

Upon approval, the GOSV will authorize allowable costs and forward a Memorandum of Understanding (MOU) via email to be signed by the Director or Authorized Representative of the awardee. The MOU must be returned to the GOSV no later than August 13, 2014. The GOSV will disburse the grant funds in one payment (exact date to be determined). Awardees are responsible for adhering to all federal grant regulations and fiscal reporting requirements as outlined in the MOU and accompanying grant award. Financial and narrative reports will be required by October 6, 2014. Awardees are required to keep original receipts for expenditures as they may be requested. The complete timeline can be found on page eight of this document.

Prohibited Activities

Funds awarded may not be used for any political or religious activities. Grantees may not use the funds to support political advocacy or action at any level, and they may not use the funds for religious instruction or services. A full list of prohibited activities can be found on page seven of this document.

Funding Restrictions

Grants under this program are subject to the applicable Cost Principles under OMB Circulars A-21 (2 CFR part 220), A-122 (2 CFR part 230), or A-87 (2 CFR part 225) and the Uniform Administrative Requirements for grants under A-102 (45 CFR part 2541) or A-110 (45 CFR 2543 or 2 CFR part 21). Do not include unexplained amounts, amounts for miscellaneous or contingency costs, or unallowable expenses such as entertainment costs. Round all figures to the nearest dollar. Refer to the federal cost principles at: <http://www.whitehouse.gov/omb/circulars/index.html> for information on allowable costs in federal grants.

Funds Awarded

The GOSV will make funds available to selected applicants upon approval of the grant application. To ensure that all service projects are successful, the GOSV will include an invoice in award packets for completion. In the event that your organization has an outstanding tax liability or fee owed to the State of Maryland or Federal government your payment may be intercepted by the Comptroller of Maryland. Please visit http://taxes.marylandtaxes.com/Tax_Compliance_and_Enforcement/Tax_Compliance_Information/ for further information and to ensure that your organization is in good standing.

Electronic Funds Transfer of Grant Payments

If electronic reimbursement is your organization's preferred form of payment, applicants are encouraged to consider registering for Electronic Fund Transfers (EFT). Submitted forms must be processed by the Comptroller's Office before organizations are eligible to receive funds directly into the organization's bank account; therefore, registration prior to award decision is encouraged.

The EFT Registration Form can be accessed:

http://comptroller.marylandtaxes.com/Vendor_Services/Accounting_Information/Static_Files/X-1020130403.pdf

Instructions for Electronic Funds Transfer instructions are located:

<http://www.marylandtaxes.com/> > Vendor Services > Electronic Funds Transfer

Questions may be requested by email, gad@comp.state.md.us. or call 1-888-784-0144.

Completed forms should be mailed or faxed:

EFT Registration, General Accounting Division

Room 205, P.O. Box 746

Annapolis, Maryland 21404-0746

(or) Fax: 410-974-2309

Do not send any EFT forms to the GOSV.

Day to Serve

For more information on Day to Serve and Maryland's participation in this initiative, please visit <http://daytoserve.org/>. Resources on organizing a Day to Serve project, including additional funding opportunities, will be included in the Resources section of this website.

How to Apply

Complete and send the attached application, along with requested supporting material, to dana.schwartz@maryland.gov no later than July 1, 2014 at 5:00 p.m. Delete the first three pages of overview material and the supporting documents (prohibited activities, timeline, etc.); only submit Sections 1-3 of the grant application. Save the application as a Word document or PDF and attach it to the email. Make the subject line of the email: 2014 VGF Application <Your Agency Name>.

**MARYLAND GOVERNOR'S OFFICE
ON SERVICE AND VOLUNTEERISM**

**2014 September 11 Day of Service and Remembrance and Day to Serve
Grant Application**

Deadline: July 1, 2014, 5:00 p.m. (EST)

All information must be typed.

1. Application Information:

Name of Agency/Applicant	
Nonprofit Organization or Government Agency	
Address	
Agency Website	
Contact Person/Application Preparer	
Contact Phone	
Contact Fax	
Contact Email	
Federal Identification Number/EIN	
DUNS Number	
SAM.gov Registration Expiration Date	

2. Service Project:

**Proposed September 11 Day of Service and Remembrance and/or Day to Serve Project
(please separate different projects):**

- A. Title of Project:
- B. Short Description of Project:
- C. Purpose of Project:
- D. Date and Time of Project:
- E. Attendance – How many community volunteers will participate?
- F. Volunteer Generation – How many *new* volunteers will be recruited for this project?
- G. Partnering Organizations:
- H. Attachment: If available, attach the agenda or program for this activity.
- I. Requested Funds (these may include, but are not limited to, supplies or materials, promotion or outreach):

Item Description:	GOSV Fund Request:	Applicant Fund Match:
Total:		

****Please insert cells as necessary.**

****For additional projects, please copy and paste questions A-I below and provide answers.**

3. Totals:

Total Funds Requested for Project #1:	
(Insert additional lines if necessary for multiple projects)	
GRAND TOTAL OF FUNDS REQUESTED:	
(Limit \$2,500)	

*****Note: Submitting an application does not guarantee receipt of funds from the Governor's Office on Service and Volunteerism. Approval and amount of grant awards will be determined by the availability of federal funds. *****

PROHIBITED ACTIVITIES

While charging time to this award, the grantee, and anyone acting under the supervision or authority of the grantee, may not engage in the following activities:

- a.** Attempting to influence legislation.
- b.** Organizing or engaging in protests, petitions, boycotts, or strikes.
- c.** Assisting, promoting or deterring union organizing.
- d.** Impairing existing contracts for services or collective bargaining agreements.
- e.** Engaging in voter registration activities.
- f.** Engaging in partisan political activities or other activities designed to influence the outcome of an election to any public office.
- g.** Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials.
- h.** Engaging in religious instruction; conducting worship services; providing instruction as part of a program that includes mandatory religious instruction or worship; constructing or operating facilities devoted to religious instruction or worship; maintaining facilities primarily or inherently devoted to religious instruction or worship; or engaging in any form of religious proselytization.
- i.** Providing a direct benefit to:
 - i.** A for-profit entity;
 - ii.** A labor union;
 - iii.** A partisan political organization;
 - iv.** An organization engaged in the religious activities described in the preceding sub clause, unless grant funds are not used to support the religious activities; or
 - v.** A nonprofit entity that fails to comply with the restrictions contained in section 501(c)(3) of U.S.C. Title 26.
- j.** Grant funds may not be used for international travel or projects where the primary beneficiaries of an activity are outside the United States.
- k.** Other activities as the Corporation determines will be prohibited, upon notice to the grantee.

Individuals may exercise their rights as private citizens and may participate in the above activities on their own initiative, on non-Corporation time, and using non-Corporation funds.

**TIMELINE FOR 2014 MARYLAND
VOLUNTEER GENERATION FUND
DAY TO SERVE GRANTS**

May 15, 2014	Grant Application Instructions Released
July 1, 2014	All applications for funding due to GOSV by 5:00 pm
July 25, 2014	Applicant clarification responses due to GOSV
July 30, 2014	Award letters mailed (via email)
August 13, 2014	Signed MOU and Invoice due to GOSV by 5:00 pm
September 11 – 28, 2014	September 11 Day of Service and Remembrance and Day to Serve Events
October 6, 2014	Reports due to GOSV